



You Choose
You Discover
You Lead

Student Reflection Journal

Prolog:

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Uej qqrκ

People become really quite remarkable when they start thinking that they can do things. When they believe in themselves they have the first secret of success.

Norman Vincent Peale 1950's



What is Career Search?

Career Search is a student led program of vocational learning and career path planning support for students in Years 9 and above. For you, the student, this program will:

- Enable you to gather and share information on career choices and options available to you when you leave school.
- Involve you in a career development program with a focus on developing your teamwork, leadership and communication skills.
- Build on your enterprising skills
- Provide you with the opportunity to work as part of a team to investigate career choices
- Give you opportunities to meet local employers.
- Help you to explore your career goals and investigate ways to make sure your senior school learning complements your career goals.



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Information for Parents:



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Employment Related Skills

Employers consider that employment related skills are just as important as job-specific or technical skills. You gain a variety of employment related skills in every subject you study at school.

Therefore, it is important to record all the skills you develop so you can prepare a résumé and be better prepared to select courses and careers in the future.

Below is a list of employment related skills with definitions to help you understand what they mean.

Self-management: Ability to take the responsibility for setting and achieving personal goals

Initiative and enterprise: Ability to seek/take advantage of opportunities

Learning: Ability to achieve new skills and/or knowledge

Communication: Ability to express and understand information

Teamwork: Ability to work effectively with others to get things done

Planning and organizing: Ability to coordinate and prioritize tasks and resources

Problem solving: Ability to identify problems and develop solutions

Technology: Ability to use appropriate technologies to complete tasks

Cross-cultural Understanding: Ability to respect diversity and act without Discrimination

A great resource that helps you keep track of all the employment related skills you have is **Logbook Online**. Log on to your **Student Portal** and under **Other Sites** click on **Logbook Online**. You can even keep a copy of this journal in the PDF Portfolio downloadable from the Home page.

https://detwww.det.nsw.edu.au/directorates/Vet_Schools/logbookonline/index.php



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Your steps to Success

1. Form a Team
2. Decide on a Project
3. Work out a plan of attack
4. Take Action
5. Present your Project
6. Evaluate your Project

Throughout this project you will develop many skills that employers are looking for in their employees– in particular Teamwork, Leadership, Communication, – TLC

Teamwork:

1. Getting on with your team members, setting and then working towards a common goal.
2. Helping each other, sorting out differences and using each others strengths.
3. Sharing success but also sharing challenges while at the same time making sure that all the team members are being made to feel valuable.

Leadership:

1. Organisation and planning of your project
2. Being responsible and doing the job that you have been given.
3. Make decisions and solve problems, both as a team member but also as an individual.
4. Learn to negotiate and also how to work with people outside your school.
5. Take responsibility for your own learning.

Communication:

1. Talk with other people, gather information and work together.
2. Take instructions from your peers and also give clear instructions when you have the most valuable contribution.
3. Use the telephone to contact employers, write business format letters, email and digital technology.
4. Making a presentation that shares your information and insights in the most appropriate manner.



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Teamwork

What does it mean to be part of a Team?

* A team is a group of people working towards a common goal or for a common reason.

* Research shows that we all learn effectively from each other. Hence, your teams should be learning teams, with the focus on helping each other to learn.

Roles in a Team:

The Orchestrator

The Orchestrator is the one who takes charge of specific projects and tasks in the group. The shaper looks for the pattern in discussions and tries to pull things together into something which the team can then get to work on. They preside over the team and coordinate the teams efforts to meet external deadlines.

The Harmonizer

The Harmonizer is more concerned with making sure all team members are happy rather than the actual results being achieved. This role promotes harmony within the group.

The Planner

The Planner is the practical organiser of the group. This role turns decisions and strategies into well-defined goals and plans.

The Checker

The Checker is the worrier of the group. They are not happy until they have personally checked every detail and have ensured that nothing has been overlooked.

The Thinker

The Thinker is the team's source of new and original ideas. Although other team members may also have ideas, the Thinker is likely to have the most original and radical. People who take this role tend to be both intelligent and imaginative.

The Challenger

The Challenger lacks the enthusiasm of many of the other team members. This role provides constructive criticism when they see a flaw or a problem. The importance of this role should not be under estimated as this person can see problems before they happen.

The Socializer

The Socializer is the link between the team and the outside world. They communicate the intentions and requirements of the team to outsiders, liaising between the team and the outside world.

The Performer

This role follows the direction of others often without any individual input. This role is typically the doer.

Which Role do you identify with?



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Successful Teamwork

To make a team work well and to ensure that everyone contributes it is important to remember the following social skills;

Listening - it is important to listen to other people's ideas. When everyone is allowed to freely express their ideas, these initial ideas will produce other ideas. In a good team other people's ideas are respected.

Discussing It is important to discuss your ideas and directions with your teammates. The team will have to compromise and reach set goals as a result of these discussions.

Questioning - it is important to ask questions, interact, and discuss the objectives of the team. Always ask questions in a positive way.

Persuading - individuals are encouraged to exchange, defend, and then to ultimately rethink their ideas.

Respecting - it is important to treat others with respect and to support their ideas.

Helping - it is crucial to help one's coworkers, which is the general theme of teamwork.

Sharing - it is important to share with the team so that all members of the team know where the project is up to.

Participating - all members of the team are encouraged to participate in the team.

Communication - For a team to work effectively it is essential team members practice and use effective communication channels between one another e.g. using email, group meetings and so on. This will enable team members of the group to work together and achieve the team's purpose and goals.

Without goals, and plans to reach them, you are like a ship that has set sail with no destination.

Fitzhugh Dodson



Leadership

Wikipedia defines leadership as:

1. Those people who perform one or more acts of leading
2. The ability to affect the actions of other people to accomplish a goal or mission.

Leadership isn't just a fancy name for effective management. There are obviously common elements to being a good manager and being a leader, but the pixie dust of great leaders comes down to their ability to inspire others. Matt Symonds, 06.19.09

The 11 Skills of Leadership- (White Stag Leadership Development; [Béla Bánáthy](#))

- [Getting and Giving Information](#)
- [Understanding Group Needs and Characteristics](#)
- [Knowing and Understanding Group Resources](#)
- [Controlling the Group](#)
- [Counseling](#)
- [Setting the Example](#)
- [Representing the Group](#)
- [Planning](#)
- [Evaluation](#)
- [Sharing Leadership](#)
- [Manager of Learning](#)

According to psychologist Kurt Lewin there are 3 styles of Leadership;

- Authoritarian leadership style.
- Participative leadership style.
- Delegative leadership style.

Try this quiz to see which style suits you:

<http://psychology.about.com/library/quiz/bl-leadershipquiz.htm>



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Suggested Qualities of a Good Leader:

- Knowledge and skill in the project topic.
- Charisma– being recognised by other team members as a leader and also having the ability to use team members esteem to motivate them to get the project completed.
- Dedication– having the desire to make the project succeed.
- Purpose– having clear goals and being committed to the project.
- Being able to prioritise so that time lines are met.
- Cooperation– being able to work well with others.
- Being able to encourage other team members to 'do their best' at the same time being able to encourage the development of individual team members strengths.
- Communication– being able to explain directions and make all team members feel as though they are contributing to the project.

Self Reflection:

Did you lead your Career Search team during this project?

How could you have improved / changed your leadership?



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Communication

Communication is the process whereby humans exchange information with each other. Successful communication depends on a knowledge and understanding of the communication method.

There are 2 basic forms of communication:

Verbal:

- Voice
- Written
- Email

Non Verbal:

- Expression
- Expressive behaviours such as touch
- Body language

What's your Communication Style? Try the quiz below!

http://www.communicatethat.com/quick_quiz.html

As you proceed through your Career Search project reflect on the following:

- What type of communication was used most effectively in your team?
- What did you learn about communication with business?



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Career Search Proposal

Team Members:

-
-
-
-

Title of your Project:

Description of your Project- What do you want to find out?

Who do you think you will have to talk with to get information?

Briefly outline the job of each team member.

How do you plan to present your Career Search project at this stage?



Career Search Timeline

What do you hope to achieve by the end of each week?

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

Week 9:

Week 10:

Great things are not done by impulse, but by a series of small things brought together.

Vincent Van Gogh



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Project Journal

What did my team want to achieve this week?

What did I achieve for my team this week?

Whom did I speak with?

What is the most interesting fact I learnt this week relating to my project.



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Career Search Self Reflection

Date:

Since you started your project are **YOU** getting better at:

A lot Better A bit better Not at all Don't know

1. Getting on with others

Teamwork, working with

People, helping each other, 😞 _____ 😐 _____ 😊 _____

2. Communication Skills

Talking to others, listening 😞 _____ 😐 _____ 😊 _____
to others,

3. Getting to know yourself

Knowing what you can do well 😞 _____ 😐 _____ 😊 _____
and not so well, finding out
what interests me,

4. Organising things

Planning the project, doing the 😞 _____ 😐 _____ 😊 _____
jobs I said I would

5. Finding out about a possible

Career.

_____ 😞 _____ 😐 _____ 😊 _____

What might you work to improve next week?



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Team:

Date:

Telephone Log

Who are you calling?

Telephone Number:

What do you want to find out? (list your questions)

What have you found out or arranged?

Further action(s) you need to take?